

County of San Diego, Health and Human Services Agency (HHSA)

CalWORKs Program Guide

Semi-Annual Reporting (SAR) Overview

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44-270.A

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Background

The Semi-Annual Reporting (SAR) system was established by Assembly Bill (AB) 6 to replace the Quarterly Reporting (QR) system for CalWORKs and CalFresh programs.

Policy

44-270.A.1 The SAR System

Use the information provided at initial application, on the **Semi-Annual Eligibility Status Report**, or on the **Statement of Facts** completed during the annual redetermination to determine eligibility and benefits for the six-month semi-annual period.

Under SAR, evaluate continuing eligibility for CalWORKs and/or CalFresh benefits every **six months** using prospective budgeting and reasonably anticipated income.

Recipients are required to report only certain changes mid-period as outlined in CPG 44-270.A.5. Eligibility factors, such as deprivation, household composition, property, and income, are reevaluated on a semi-annual basis with the SAR 7 and annual redetermination.

Benefits will remain unchanged for the six-month semi-annual period, except under specified circumstances as outlined in CPG 44-270.A.6.

ACL 12-25

44-270.A.2 Affected Households

All CalWORKs households are subject to SAR regulations with the exception of the CalWORKs Annual Reporting/Child Only (AR/CO) Assistance Units (AUs).

CalWORKs AR/CO AUs have an annual reporting requirement as outlined in CPG 44-260.B.1.

Use the **Reporting Changes for CalWORKs and CalFresh (AR 2 SAR)** notice to provide notification of the current IRT and AR/CO reporting responsibilities to AR/CO AUs who are subject to CalFresh SAR reporting responsibilities.

44-270.A.3 Transitioning between SAR and AR/CO

Households may transition between SAR and AR/CO regulations under certain circumstances as outlined in CPG 44-260.J.

Recipients must be given sufficient notice of their new reporting and budgeting rules, via the following informing notices:

- For CalWORKs AUs transitioning from SAR to AR/CO: Your CalWORKs Reporting Rules Have Changed (SAR to AR/CO Notice, CW 2211)
- For CalWORKs AUs transitioning from AR/CO to SAR: The Rules for Your CalWORKs Case Have Changed (AR/CO to SAR Notice, CW 2212)

ACL 12-25; 12-49; 13-80

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44-270.A.4 Reporting Responsibilities

Eligibility factors such as deprivation, household composition, income, and property will only be reevaluated on a semi-annual basis once initial eligibility is established.

REQUIRED ELIGIBILITY REPORTS

SAR requires recipients to report eligibility information **twice a year**. Continuing eligibility to aid and benefit amounts for the upcoming semi-annual period will be determined using the information provided by the recipient.

- Recipients are required to submit a **Semi-Annual Eligibility Status Report (SAR 7)** only **once a year** in the sixth month of the semi-annual period, as described in CPG 44-270.C.1.
- No SAR 7 is required in the redetermination month. The **Statement of Facts** completed at annual redetermination takes the place of the second eligibility report.

REPORTING CHANGES MID-PERIOD AND REQUIRED ACTION

Recipients may voluntarily report a change at any time; however, only certain changes, as described in CPG 44-270.A.5 below, are required to be reported during the six month semi-annual period. Action will only be taken as required per CPG 44-270.A.6.

Information that is not required to be acted on mid-period will be noted in the “**Maintain Held Change Notes**” page in CalWIN as a held change for follow-up action with the next SAR 7 or annual redetermination, whichever comes first. See CPG 44-270.D.5 for processing changes reported mid-period.

ACL 12-25

44-270.A.5 Mandatory Reporting Requirements

The following changes must be reported mid-period **within 10 days**:

- When income exceeds the CalWORKs Income Reporting Threshold (IRT)
- Fleeing felon status
 - A person convicted in state or federal court, after December 31, 1997, of a drug related felony, is ineligible for CalWORKs from the date of conviction up to March 31, 2015. Effective April 1, 2015, the prohibition from receipt of CalWORKs for individuals has been repealed.
- Violations of probation or parole
- Address changes

Notify recipients of their mandatory reporting responsibilities for CalWORKs, including their CalWORKs IRT amount, via the **Reporting Changes for Cash Aid and CalFresh (SAR 2)** notice.

If an AU is not notified of their current CalWORKs IRT amount via the SAR 2 and later fails to make a timely report of income over IRT, then **no** overpayment exists. Because appropriate notification of the IRT amount was not provided by the Agency, there is no basis to establish an overpayment.

ACL 12-25; 13-28

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44-270.A.6 Taking Action on Reported Changes

When continuing eligibility is established following the SAR 7 or annual redetermination, benefits will generally remain unchanged for the six-month SAR Payment Period.

Benefits may **only** be adjusted mid-period for the following circumstances:

- Increases based on a voluntary mid-period report
- Decreases or discontinuances based on a mandatory report
- Decreases or discontinuances based on a county-initiated action
- Discontinuances due to the recipient's request

If reported information does not require mid-period action for CalWORKs, refer to CFPG 63-284.1.C for treatment of mid-period changes on a CalWORKs/Public Assistance CalFresh (PACF) case.

Information that is not required to be acted on mid-period will be noted in the “**Maintain Held Change Notes**” page in CalWIN as a held change for follow-up action with the next SAR 7 or annual redetermination, whichever comes first. See CPG 44-270.D.5 for processing changes reported mid-period.

ACL 12-25; CalWIN R34

44-270.A.7 SAR Forms

The following forms and notices were issued by the California Department of Social Services (CDSS) to reflect the transition from QR to SAR regulations:

| FORM | FORM TITLE/DESCRIPTION |
|----------------|---|
| CW 8 | Statement of Facts for an Additional Person Application form used to add an additional person to an existing CalWORKs case per CPG 40-100.E. |
| CW 8A | Statement of Facts to Add a Child Under 16 Years Application form used to add a child (or children) under 16 to an existing CalWORKs case per CPG 40-100.E. |
| CW 25A | Payee Agreement for Minor Parent Agreement used to designate the adult parent, legal guardian, or other adult relative as the Payee in the minor parent's CalWORKs case as required per CPG 41-500.H. |
| CW 29 | CalWORKs Applicant Test Manual budget form used to determine if the applicant passes the intake financial eligibility test. |
| CW 2103 | Reminder for Teens Turning 18 Years Old Reminder notice provided to CalWORKs teens reaching age 18 that informs them of the circumstances under which they may continue to receive CalWORKs benefits. |
| NA 960X SAR | Notice of Action – Stop Aid – Report Not Received Discontinuance notice issued when a SAR 7 is not received by the 11 th of the Submit Month, as described in CPG 44-270.D.2. |

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| FORM | FORM TITLE/DESCRIPTION |
|----------------|---|
| NA 960Y SAR | Notice of Action – Stop Aid – Report Incomplete Discontinuance notice issued when an incomplete SAR 7 is received by the 11 th of the Submit Month, as described in CPG 44-270.D.2. |
| NA 1239 SAR | Notice of Action – Continuation Page with Semi-Annual Reporting Budget Computation Additional Notice of Action page that may be used to show how the monthly income amount was calculated when the recipient is paid on a weekly or biweekly basis. |
| SAR 2 | Reporting Changes for Cash Aid and CalFresh IRT Informing Notice that informs CalWORKs and CalFresh recipients of their current IRT and other mid-period reporting requirements under SAR. See CPG 44-270.A.5. |
| SAR 3 | Mid-Period Status Report Optional report form that may be used by CalWORKs and CalFresh recipients to report mandatory or voluntary changes that have occurred since they last reported eligibility information. |
| SAR 7 | Semi-Annual Eligibility Status Report Periodic report completed once a year by CalWORKs and CalFresh recipients to determine ongoing eligibility, as outlined in CPG 44-270.A.C. |
| SAR 7 Addendum | Instructions and Penalties for the SAR 7 Eligibility Status Report Detailed instructions and information to assist CalWORKs and CalFresh recipients in completing their SAR 7. |
| SAR 7A | How to Fill Out Your SAR 7 Eligibility Status Report Instructions and reminders for CalWORKs and CalFresh recipients regarding how to complete the SAR 7. |
| SAR 22 | Sponsor's Statement of Facts Application form used as a mandatory supplement to the SAWS 2 for sponsored noncitizens to deem the sponsor's income and property/resources. See CPG 40-100.E and CPG 42-400.G |
| SAR 23 | Senior Parent Statement of Facts Application form used as a mandatory supplement to the SAWS 2 for minor parent's to deem the senior parent's income and property/resources. |
| SAR 72 | Sponsor's Semi-Annual Income and Resources Report Periodic report used as a mandatory supplement to the SAR 7 that asks about income, resources, and other changes since the sponsor last reported, as outlined in CPG 44-270.C. |
| SAR 73 | Senior Parent's Semi-Annual Income and Resources Report Periodic report used as a mandatory supplement to the SAR 7 that asks about income, resources, and other changes since the senior parent last reported, as outlined in CPG 44-270.C. |
| SAWS 2 | Statement of Facts Application and Redetermination form for CalWORKs, CalFresh, and Medi-Cal, which takes the place of the second SAR eligibility report per CPG 44-270.A.1. |
| SAWS 2A SAR | Rights, Responsibilities, and Other Important Information for the Cash Aid and CalFresh Programs and/or Medi-Cal Detailed rights & responsibilities information provided to CalWORKs applicants and recipients at initial application and annual redetermination. |

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| FORM | FORM TITLE/DESCRIPTION |
|---------------|--|
| TEMP SAR 1 | New Reporting Requirements for Cash Aid and CalFresh SAR Informing Notice provided during SAR implementation to inform QR recipients of the transition from QR to SAR regulations. |

ACL 12-59; 13-26; 13-80

Procedure:

None

Impacts:

None

References:

ACL 12-25
ACL 12-49
ACL 12-59
ACL 13-17
ACL 13-26
ACL 13-28
ACL 13-80
ACL 14-100
ACL 15-92
ACIN I-02-16

Approval for Release:

March 22, 2016

Sunset Date:

This policy will be reviewed for continuance by March 31, 2019.